

DEPARTMENT OF EDUCATION

www.education.ne.gov

301 Centennial Mall South P.O. Box 94987 Lincoln, NE 68509-4987

TEL 402.471.2295 FAX 402.471.0117

First Name Last name Address 1 Address 2 City, State Zip

## SAMPLE

Dear First Name,

You have been set up on the State of Nebraska, Department of Education bi-weekly payroll for the Work Based-Learning Experience or On-the-Job Training/Evaluation you are participating in. Once you have been paid, you can view and/or print your paystub by logging into the state's website (https://pfc.ne.gov) with the following user id and password:

User ID: USERID
Password: PASSWORD

If you should encounter issues with your User Id or Password, please click on the "Forgot Password/User ID Disabled" link on the website to receive assistance.

Once logged in, click on the Navigator icon then select STATE OF NEBRASKA  $\rightarrow$  Self Service  $\rightarrow$  Pay Stub Review and Print.

If you do not have access to a computer or are unable to print your paystub, you may contact NDE Central Accounting at 402.471.3976 or email <a href="mailto:nde.centralaccounting@nebraska.gov">nde.centralaccounting@nebraska.gov</a> to request a copy be mailed to you.